



Rhode Island Department of Administration

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<http://www.ori.gov>

Library Services

June 14, 2004

The Office of Library and Information Services (OLIS) Library Services is pleased to announce a new cycle of LORI Grant funding for September 2004-August 2005. OLIS Library Services offers these Library Services and Technology Act (LSTA) funded sub-grants to LORI libraries and their collaborators.

The purpose of the LORI Grant program is to fund projects that contribute to resource sharing among LORI libraries. The basis of the LORI Grant program is rooted in LSTA priorities for funding. LSTA priorities are outlined in the grant application. Projects that benefit the multi-type library community are strongly encouraged and will be given highest priority. High priority is given to collaborative projects involving more than one library and to new and innovative projects that can be used as models for other libraries.

The available funds for this round of LORI Grants are \$65,000.00 and awards will be made in any amount up to \$65,000.00. The final award decisions will be based on overall assessment of the projects' value. Any remaining funds not disbursed for LORI Grants will be retained for consideration in other LSTA-funded projects.

Projects for data conversion are not eligible for LORI Grants.

Grant application guidelines and forms are available at
<http://www.ori.gov/grants/lsta/applications.php>

Sincerely,

Anne T. Parent
Chief of Library Services

LORI GRANTS

September 1, 2004 - August 31, 2005

General Information

Purpose of the LORI Grant Program

- LORI Grants are subgrants offered by OLIS Library Services using its federal Library Services and Technology Act (LSTA) funds. LORI Grants are given in accord with LSTA funding priorities. (*See further* Library Services and Technology Act of 2003 - Priorities)
- The purpose of the LORI grant program is to fund projects that contribute to resource sharing among LORI libraries.
- Projects that benefit the multi-type library community are strongly encouraged and will be given highest priority.
- Priority will be given to collaborative projects involving more than one library, to projects that address sharing resources and holdings information online, digitization, and to new and innovative projects that can be used as a model for other libraries.
- Proposals to fund commercial databases must be for multi-type library access and use.
- Proposals for data conversion are not eligible for LORI Grants.

Available Funds:	Up to \$65,000.00
Amount of Awards	Any amount up to \$65,000.00
Eligible Applicants:	LORI Member libraries currently meeting Standards for Rhode Island Library Network
Project Period:	September 1, 2004 - August 31, 2005
Deadline for submission	July 26, 2004
Award Announcements:	On or before August 23, 2004

Library Services and Technology Act of 2003 - Priorities

LSTA, a section of the Museum and Library Services Act of 2003, promotes access to information resources provided by all types of libraries for individuals of all ages. The LSTA program priorities are as follows:

- expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
- develop library services that provide all users access to information through

- local, state, regional, national, and international electronic networks.
- provide electronic and other linkages between and among all types of libraries
- develop public and private partnerships with other agencies and community-based organizations.
- target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty.

For more information on LSTA priorities, visit [Grants to State Library Agencies](#)

Submission of LORI grant application

Each application should include

1. Part 1: Application Cover Page
2. Part 2: Proposal
3. Part 3: Budget

Additional copies of the grant application are available at:

<http://www.ori.ri.gov/grants/lsta/applications.php>

Paper Submission:

Applications submitted in paper must be received at OLIS by July 26, 2004.

FAX: 222-4260, LORI Grants, attn: Donna Longo DiMichele

Delivery: DSL, LORI Grants, attn: Donna Longo DiMichele

U.S. Mail: LORI Grants, attn: D. L. DiMichele, OLIS Library Services,
One Capitol Hill, 4th floor, Providence, RI 02908

Selection Criteria

A LORI Committee Working Group will be appointed from LORI library staff members not affiliated with libraries applying for LORI grants in the current grant round. The Working Group will have two weeks to review the applications. The Working Group will score the applications according to the criteria listed below, review and discuss applications and total scores, and make recommendations to OLIS Library Services for funding.

The maximum score for each proposal is 100 points with each criterion assigned a maximum number of points as follows:

Criteria	Points
Project Goals and Description	20
Plan of Operation	20
Budget and Cost-Effectiveness	15
Monitoring and Evaluation	30
Appropriateness: Degree to which project speaks to the purpose and priorities of the LORI Grant program	15
Total	100

Grant Administration

Requesting Funds

- Once a grant award has been made, requests for payment of grant funds may be submitted no more than once each thirty days for expenses already incurred and/or anticipated within the next 30 days.
- After the first request, subsequent requests for payment should be accompanied by a brief description of how project funds to date were spent.
- The final ten percent of project funds may not be requested until the final report for the project has been submitted.
- Project(s) must be completed with all funds expended.

Reporting

1. A mid-project progress report will be due on March 1, 2005.
2. A final written report is due no later than September 30, 2005. The final report should describe to what extent the objectives were achieved, and include
 - outcomes in terms of effect the project had on the library network and or patrons,
 - the overall evaluation of the project, and
 - the final report on project expenditures.

Note: Use Outcome-Based Evaluation (OBE) if you have received the OBE training and the OBE format is appropriate to your grant program.

3. Grant recipients will be asked to share information about their project for reporting to Institute of Museums and Library Services (IMLS). See LSTA Stories¹.
4. Grant recipients may be asked to share information about their project with the LORI library community, for example, with a brief article for the LORI website or a presentation at a library-related meeting or CE program.

1. LSTA Stories: As part of our evaluation of the Library Services and Technology Act, both for us and the Federal government, we gather anecdotal information about the ways that LSTA grant projects have benefited individuals and community groups. For examples and guidelines see LSTA in Rhode Island (<http://www.ala.org/washoff/RI.html>) or contact Beth Perry, bethpy@gw.doa.state.ri.us, 401-222-5775.

DEADLINE: July 26, 2004

2004 LORI GRANT APPLICATION

Part 1. Cover Page

Project Title:

LSTA priorities addressed: (check all that apply)

- ☐ Expands services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages.
- ☐ Develops library services that provide all users access to information through local, state, regional, national, and international electronic networks.
- ☐ Provides electronic and other linkages among and between all types of libraries.
- ☐ Develops public and private partnerships with other agencies and community-based organizations.
- ☐ Targets library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.
- ☐ Targets library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty level.

Brief Description:

Amount Requested:

\$

Library/Libraries Participating in Grant:

Grant Administrator

Enter Name, Title:

Signature

Library Director (for library administering grant)

Enter Name, Title:

Signature

Who should be contacted with questions regarding this application?

Name _____ Phone _____

email _____

Part 2 -- Proposal

Project Title:

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Project Narrative: Goals and Description

In describing the project and addressing its goals, consider the questions listed here. The project narrative should reflect answers to these questions:

- What need(s) will be met by the project? How was the need was determined?
- Does/do the objective(s) of the project fit into the library's long-range plan? If so, explain how.
- What is/are the goal(s) of the project and how will achievement of the goal(s) affect LORI libraries and their users?
- What value does the project have to the multitype library community?
- How does the project address the purpose of the LORI Grant Program and the specific LSTA priorities listed?

Plan of Operation

- What objectives, outputs, or outcomes will be met during the course of the project?
- What activities will be undertaken to achieve the objectives, outputs, or outcomes?
- What are the target dates for achieving them?
- How will objectives, outputs, or outcomes be measured?
- How do they relate to the overall goal of the project?

Monitoring and Evaluation

To qualify for continuing federal funding, IMLS/LSTA requires that state agencies' reports include information about monitoring and evaluation of programs and projects. OLIS considers an evaluation component to be a critical part of any LORI Grant project.

Consider the following questions when you write the grant's evaluation plan:

- How will the progress of the project be monitored during the year?
- How will specific outputs be measured?
- What outcomes are expected in terms of the impact on LORI libraries and library users?
- How will specific outcomes be described?
- Will you collect anecdotal evidence from /about library users? If so, how?
- What specific data sources or tools (e.g., surveys, pre-and post-tests, evaluation forms, etc.) are going to be used to evaluate the project?
- How will success of the project be determined?

If this proposal is for a program already in place, please demonstrate the need for continued funding. Present statistics or outputs as well as outcomes that demonstrate the program's ongoing value to justify renewed LORI Grant funding.

Reports

Recipients of LORI Grant funding will submit reports mid-way into and at the conclusion of the grant project. The reports will indicate whether the desired results were achieved. Reports should include information about the following:

- Activities and services: What were your activities? What did you do? What services did you provide?
- Inputs: What were your inputs? What did you use? How much did you spend?
- Outputs: What did you measure or count for your outputs? How many units did you deliver and to whom (who was the audience)?
- Outcomes: What were your outcomes? What did you achieve for the target audience? How do you know this?
- Describe some common characteristics of the participants (if applicable).

Part 3 Budget and Cost-Effectiveness

Project Title:

Individual libraries, or a group of libraries, may apply for the full amount or a portion of the total LORI grant funds of \$65,000. Libraries applying for any amount may indicate alternatives to the budget for a lesser amount in the event that the grant is only partially funded. When submitting a budget for partial funding alternatives, the library should indicate in detail what segments of the proposal would be changed or eliminated if the full amount is not awarded.

Provide an explanation of why the LSTA grant funds are needed. Libraries are encouraged to use LSTA funds to leverage funding from other sources. LSTA funds should not be used to supplant other available funding.

If you are receiving other funding, identify the source(s). Is the receipt of other funding contingent on receiving LORI Grant funding?

Projects may be eligible for funding in subsequent years, contingent upon future LSTA appropriations. Provide a brief explanation of what, if any, continued funding in subsequent years you anticipate needing.

Describe plans for managing the project budget and complete the copy of the budget sheet provided. Attach additional pages as needed to provide answers to the following:

Explain the salary budget. Is it based on an hourly rate? If so, what is the rate and how did you arrive at that rate?

Explain the reason for travel expenses and, if appropriate, give a breakdown of the travel budget.

If you include a request for funds to purchase equipment, explain how you determined the cost of the equipment. Explain how you determined what equipment to purchase.

Requests for contractual services should include justification for outsourcing the services.

Project Description:

Budget

September 1, 2004 - August 31, 2005

Item/Expense	% and amount of requested LORI Grant (LSTA) Funding to be applied to project	% and amount of Other Funding to be applied to project
A. Salary and Wages		
B. Fringe Benefits		
C. Travel		
D. Equipment		
E. Contractual Services		
F. Library Materials		
G. Technical Services		
H. Printing Costs		
I. Other (specify)		
Total Budget (add columns)		

Definitions

The following definitions refer to terms used in the LORI grant application.

Data sources: tools, documents and locations for information that will show what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.) Anecdotal self-reports include interviews and open-ended surveys.

Evaluation plan: a clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

Goals (targets): the stated expectations for the performance of outcomes. Goals are stated in terms of a number and/or a percent. They may be estimated by program's past performance.

Inputs: how much you use.

Outcomes: what good you do. Your target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life conditions, brought about by experiencing a program. Outcomes may be immediate intermediate in long-term. Outcomes rarely include institutional benefits.

Outputs: how much you do. Outputs are measurable; they can be counted.

Program: activities and services leading toward independent outcomes. Programs generally have a definite beginning and end and are designed to change attitudes, behaviors, knowledge, or increase skills and abilities based on assumed need.

Program purpose: relates to the organization's mission statement (or long-range plan) and defines the audience, outcomes, and services. The program purpose is driven by assumptions about need. Assumptions can be drawn from formal or informal research, the program's prior experiences, or a program partner's experiences.